



Application For Vendors in the Central Business District And/Or Employees

Business License Ordinance passed by the City of Greenville Council on May 26, 1985, requires the following information on pursuant of issuing Business License.

1. Full Name _____ Aliases _____
2. Residence _____
Street City State Zip Code
3. Business Name _____ Business Owner _____
4. Business Address _____
Street City State Zip Code
5. Place of Birth _____ Date of Birth _____
6. Age: _____ Sex: _____ Hgt: _____ Wgt: _____ Hair: _____ Eyes: _____
7. Social Security Number _____ Telephone Number _____
8. Description of the type of food, beverage or merchandise _____

9. Purposed location of vending stand _____
10. Description and photograph of stand _____

11. Attach proof of compliance with State requirements for food vendors.
12. Attach proof of insurance policy.
13. Attach three prints of full-faced photographs, taken not more than thirty days prior to date of this application.

Date

Signature of Applicant



Vendor in the Central Business District Instructions

1. The following Applications must be Complete:
 - Business License Application
 - Application For Vendors In The Central Business District And/Or Employees
 - Depending on business classification, a Background Check Application may be required.**Note:** This license has an approval process to be completed by the City before we issue this license.
2. The fee for a Street Vendor License is \$250. This License is only for the rental of the space in the CBD. A regular business license for the type of business, for example retail and restaurant, will be needed based on gross receipts. See Business License Application and Instructions.
3. Businesses/Individuals are subject to all ordinances of the City of Greenville, including, but not limited to, the sections of the ordinance below. **Please read the following sections of the ordinance/code carefully to see what is required to obtain a Vendor in the Central Business District, Business License.**

ARTICLE IX. STREET VENDORS*

*Cross reference(s)--Streets, sidewalks and other public places, ch. 36.

Sec. 8-261. Findings.

It is found and declared that:

- (1) The primary purpose of the public streets and sidewalks is for use by vehicular and pedestrian traffic.
- (2) Vending on the public streets and sidewalks within the central business district and within 300 feet of the central business district promotes the public interest by contributing to an active and attractive pedestrian environment.
- (3) Reasonable regulation of street and sidewalk vending is necessary to protect the public, health, safety and welfare.
- (4) Vending within this area shall be restricted to specific locations and specific items as set forth in this article.

(Code 1985, § 6-12-1)

Sec. 8-262. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Central business district means that area so designated in the city zoning ordinance (chapter 50) from time to time by the city council.

Permitted merchandise means food, beverages, flowers, cards, pens and souvenirs of the region. No items of clothing other than T-shirts or caps shall be permitted to be sold.

Stand means any table, showcase, bench, rack, pushcart, wagon or any other device or wheeled vehicle which may be moved without the assistance of a motor and which is not required to be licensed and registered by the department of motor vehicles, used for the displaying, storing or transporting of articles offered for sale by a vendor.

Vendor means any person engaged in the selling or offering for sale of food, beverages or permitted merchandise on the public streets or sidewalks, from a stand or motor vehicle or from his person.

(Code 1985, § 6-12-2)

Cross reference(s)--Definitions generally, § 1-2.

Sec. 8-263. Penalty.

Any person violating any provision of this article shall be guilty of a misdemeanor, and upon conviction shall be punished in accordance with section 1-5.

(Code 1985, § 6-12-12)

Sec. 8-264. License required.

It shall be unlawful to sell or offer for sale any food, beverage or permitted merchandise on any street or sidewalk within the city without first obtaining a license therefor, and it shall be unlawful to sell any other items not permitted by this article on the streets or sidewalks in the area of the central business district and within 300 feet of it. The required license shall be either a street vendor's license or an encroachment permit. Sales from vehicles are specifically prohibited in this area.

(Code 1985, § 6-12-3)

Sec. 8-265. Application for license; insurance.

The application for a vendor's license shall include the following:

- (1) The name and home and business address of the applicant, and the name and address of the owner, if other than the applicant, of the vending business.
- (2) A description of the type of food, beverage or merchandise to be sold.
- (3) The proposed location of the vending business.
- (4) A description and photograph of any stand to be used in the operation of the business.
- (5) Three prints of a full-face photograph, taken not more than 30 days prior to the date of the application, of any person who will sell or offer for sale any food, beverage or merchandise on any street or sidewalk within the city.
- (6) Proof of compliance with state requirements for licensing food vending carts.
- (7) Proof of an insurance policy, issued by an insurance company licensed to do business in the state, protecting the licensee and the city from all claims for damages to property and bodily injury, including death, which may arise from operation under or in connection with the license. Such insurance shall name the city as an additional insured and shall provide that the policy shall not terminate or be canceled prior to the expiration date without 30 days' advance written notice to the city. The policy shall be in the currently required amount.

(Code 1985, § 6-12-4)

Sec. 8-266. Issuance of license; fee; term; conditions.

(a) Not later than 30 days after the filing of a completed application for a vendor's license, the applicant shall be notified by the revenue administrator of the decision on the issuance or denial of the license. Upon issuance of the license, a fee shall be due and payable as fixed from time to time by the city council and as set forth in the fee schedule in appendix A to this Code. This annual fee is in addition to the fee for the business license required for operation within the city.

(b) No license shall be issued to an applicant where either the applicant or any employee has a conviction within the last ten years for a crime of violence, a crime involving moral turpitude, or a crime involving drug convictions. A license issued pursuant to this section is valid for a period of one year, from January 1 to December 31. The license fee may be prorated on a quarterly basis and the fee shall be paid for any portion of the quarter in which the business is operated. After March 31, three-fourths of the fee shall be due; after June 30, one-half of the fee shall be due; and after September 30, one-fourth of the fee shall be due. No part of the fee may be refunded. A license to vend on the sidewalk shall specify the location from which vending is permitted and shall only be valid for vending at that location. Vending licenses shall be issued only for those locations approved by the city manager, and each location may be restricted to sales of specific items of permitted merchandise. An encroachment permit application shall have priority over an application for a vendor's permit. A food vendor permit shall not be issued for a location in front of an existing restaurant or food business. (Code 1985, § 6-12-5)

Sec. 8-267. Prohibited acts.

No vendor shall:

- (1) Leave any stand unattended.
- (2) Store, park or leave any stand overnight on any street or sidewalk, or park any motor vehicle other than in a lawful parking place in conformance with city and state parking regulations.
- (3) Sell food or beverages for immediate consumption unless he has available for public use his own or a public litter receptacle which is available for his patrons' use.
- (4) Leave any location without first picking up, removing and disposing of all trash or refuse remaining from sales made by him.
- (5) Allow any items relating to the operation of the vending business to be placed anywhere other than in, on or under the stand from which the business is operated.
- (6) Set up, maintain or permit the use of any table, crate, carton, rack or any other device to increase the selling or display capacity of his stand where such items have not been described in his application.
- (7) Solicit or conduct business with persons in motor vehicles.
- (8) Sell anything other than that which he is licensed to vend.
- (9) Vend without the insurance coverage specified.
- (10) Sell from a stand on the sidewalk so as to block the sidewalk or restrict the passageway to less than six feet, or so as to block the entranceway to any building, nor shall a license be issued for such activity under any circumstances. Also, no vending shall be permitted to block any driveway, crosswalk or bus stop.
- (11) Allow the stand or any other item relating to the operation of the vending business to lean against or hang from any building or other structure lawfully placed on public property, without the owner's permission.

(Code 1985, § 6-12-6)

Sec. 8-268. Maximum size of stands.

No vending stand shall exceed four feet in width and six feet in length and six feet in height.

(Code 1985, § 6-12-7)

Sec. 8-269. Display of licenses.

All licenses issued to a vendor shall be displayed at all times during the operation of the vending business, to include the vendor's license, business license, and any state inspection or license required.

(Code 1985, § 6-12-8)

Sec. 8-270. Advertising on stands.

No advertising, except the posting of prices, shall be permitted on any stand except to identify the name of the product or the name of the vendor.

(Code 1985, § 6-12-9)

Sec. 8-271. Renewal of license.

All licenses issued under this article are valid for the entire licensing period unless revoked or suspended prior to expiration. An application to renew a license shall be made not later than 30 days before the expiration of the current license.

(Code 1985, § 6-12-10)

Sec. 8-272. Denial, suspension or revocation of license.

Any license issued under this article may be denied, suspended or revoked in accordance with sections 8-43, 8-44 and 8-45 for any reason stated therein or for any of the following causes:

- (1) Fraud or misrepresentation contained in the application for the license.
- (2) Fraud or misrepresentation made in the course of carrying on the business of vending.
- (3) Conduct of the licensed business in such a manner as to create a public nuisance or constitute a danger to the public health, safety, welfare or morals.
- (4) Conduct which is contrary to the provisions of this article.
- (5) Abandonment of the location by failure to operate a vending operation during at least three-fourths of the normal business days available.

(Code 1985, § 6-12-11)



Background Check Instructions

A police background check will be required for the following new businesses: **Amusement Centers, Bingo Operators, Detective Agencies, Escort Services, Sexually Oriented Businesses, Kindergarten/Nursery/Day Cares, Pawn Shops, Precious Metal Dealers, Restaurant Owners, Transient Merchants/Peddlers/Mobile Vendors, Day Cares, Catering** and others as the Revenue Administrator deems necessary.



BACKGROUND INVESTIGATION FORM

Date of application: _____

BUSINESS INFORMATION

Business Name: _____ Type of Business: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Business Phone: _____ Cell: _____ Fax: _____ Email: _____

BUSINESS OWNER(S): (A separate investigation form is required for each owner. See reverse)

Name: _____ Address: _____ Zip: _____

Birthdate: ____ / ____ / ____ SSN#: ____ - ____ - ____ DL #: _____ State: _____

Home Phone: _____ Cell: _____ Email: _____

Have you ever had a license or permit revoked, denied or suspended? Yes ☐ or No ☐ If yes, list the jurisdiction, date, and reason: _____

Have you ever been convicted of any criminal charges (misdemeanor or felony) in the last 10 years? Yes ☐ or No ☐ If yes, explain: _____

Are there any charges (misdemeanor or felony) against you that are still pending? Yes ☐ or No ☐ If yes, list jurisdiction, date, and reason: _____

Has applicant (Owner) previously owned or operated a business? Yes ☐ or No ☐ If yes, names of business and location: _____

Provide a brief statement of applicant's background and employment history for the past five years: _____

BUSINESS INFORMATION:

Manager:

Name: _____ Address: _____ Zip: _____

Birthdate: ____ / ____ / ____ SSN#: ____ - ____ - ____ DL #: _____ State: _____

Home Phone: _____ Cell: _____ Email: _____

Building Leased From:

Name: _____ Address: _____ Zip: _____

Home Phone: _____ Cell: _____ Email: _____

Planned Business Hours: Days open for business: _____ Hours of operation: _____

Does this business have an ABL License? Yes ☐ If yes, License Number: _____ No ☐ If no, does this business plan to apply for an ABL License? _____

Does this business have any coin-operated amusement machines? Yes ☐ No ☐ If yes, do you own or lease? _____

Leased from: _____ Type of machines: _____ Number of machines: _____

******* I HEREBY ATTEST THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I UNDERSTAND THAT FALSIFYING THIS APPLICATION IS GROUNDS FOR DENIAL OR REVOCATION OF MY LICENSE(S).**

Signature (owner/applicant): _____ **Required on each page.**

Print Name (owner/applicant): _____ **Required on each page.**

BUSINESS INFORMATION

Business Name: _____ Type of Business: _____

BUSINESS OWNER #2:

Name: _____ Address: _____ Zip: _____

Birthdate: ____ / ____ / ____ SSN#: ____ - ____ - ____ DL #: _____ State: _____

Home Phone: _____ Cell: _____ Email: _____

Have you ever had a license or permit revoked, denied or suspended? Yes ☐ or No ☐ If yes, list the jurisdiction, date, and reason: _____Have you ever been convicted of any criminal charges (misdemeanor or felony) in the last 10 years? Yes ☐ or No ☐
If yes, explain: _____Are there any charges (misdemeanor or felony) against you that are still pending? Yes ☐ or No ☐ If yes, list jurisdiction, date, and reason: _____Has applicant (Owner) previously owned or operated a business? Yes ☐ or No ☐ If yes, names of business and location: _____

Provide a brief statement of applicant's background and employment history for the past five years: _____

BUSINESS OWNER #3:

Name: _____ Address: _____ Zip: _____

Birthdate: ____ / ____ / ____ SSN#: ____ - ____ - ____ DL #: _____ State: _____

Home Phone: _____ Cell: _____ Email: _____


Have you ever had a license or permit revoked, denied or suspended? Yes ☐ or No ☐ If yes, list the jurisdiction, date, and reason: _____Have you ever been convicted of any criminal charges (misdemeanor or felony) in the last 10 years? Yes ☐ or No ☐
If yes, explain: _____Are there any charges (misdemeanor or felony) against you that are still pending? Yes ☐ or No ☐ If yes, list jurisdiction, date, and reason: _____Has applicant (Owner) previously owned or operated a business? Yes ☐ or No ☐ If yes, names of business and location: _____

Provide a brief statement of applicant's background and employment history for the past five years: _____

******* I HEREBY ATTEST THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I UNDERSTAND THAT FALSIFYING THIS APPLICATION IS GROUNDS FOR DENIAL OR REVOCATION OF MY LICENSE(S).**

Signature (owner/applicant): _____ Required on each page.

Print Name (owner/applicant): _____ Required on each page.

New Businesses Must Obtain A Business License Prior To Beginning Operation.			CITY OF GREENVILLE BUSINESS LICENSE APPLICATION Business License – Revenue Div. 4 th Floor P.O. Box 2207 Greenville, SC 29602		License Number
Business Licenses Expire December 31st Each Year. RENEWAL BUSINESS LICENSES Must Be Paid In Full On Or Before The Last Day Of February To Avoid Penalties.					For the year:
Resident Businesses Only: 2% Early Discount if Paid by January 31st					
1a. City Business Category:		1b. Required business activity and provide NAICS Code:		2a. Ownership: (Circle one) Corp. Indiv. Partn. LLC LLP	
				2b. Number of employees:	
3. Street address, suite #, phone, fax number and e-mail address:		4. Minority Status Of Owner:(circle one) (For Information Purposes Only)		5. Original Business Starting Date In The city:	
6. Business name, billing address, suite #, phone, fax number and e-mail address:		Aleut East Indian		7. Circle applicable blocks:	
		Asian Eskimo		New Renewal	
		Black Hispanic		Ownership change Location change	
		Caucasian Female Native American		Out of Business (closing date:_____)	
		8. Occupancy Permit Number :		9. Required Field: FEIN or S.S. Number	
10. Commercial property owner, please include locations and tax map numbers:		11. Credit Card Authorization: (OPTIONAL) Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Card #: 3 Digit “V” Code: Exp. Date:			
12. Computation of Fees:					
I. New Business – Have you ever owned a business in the City of Greenville before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, name and location: 1. Estimated total gross sales/revenue/contracts for the balance of the year ending Dec. 31, 20___. 2. Calculate and enter fee based on Line I. 1.			Business Gross Revenues I. 1. _____ I. _____		
II. First Time Renewals (For businesses renewing for the first year only) 1. Total actual gross receipts/revenues/contracts for preceding year. 2. Allowable ordinance deductions. 3. Total gross receipts from previous year (II. 1. minus II. 2). 4. Estimated gross receipts from previous year. 5. First year adjustment (indicate + or -) 6. Adjust gross receipts (add lines II. 3 and II. 5) 7. Calculate and enter fee based on II. 6. All businesses must pay the base fee amount.			License Fee II. 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ II. _____		
III. Existing Business: 1. Total actual gross receipts/revenue/contracts for preceding calendar year ending Dec. 31, 20___. 2. Allowable ordinance deductions. 3. Total gross receipts (III.1. minus III.2.). 4. Calculate business license fee based on gross receipts in III.3.			III. 1. _____ 2. _____ 3. _____ III. _____		
IV. Penalties for late filing or Resident Business 2% Discount for early filing by January 31st.			_____ % IV. _____		
V. Total Fees			V. _____		
13. Does this business have an Alcohol Beverage and Licensing (ABL) license? Circle: Yes or No Circle one: Off-premise or On premise consumption. Required: License Number _____ Expiration Date _____ Hours of Operation _____ Does this business plan to apply for an ABL license during the coming year? Circle: Yes or No					
14. Does this business have any coin-operated amusement machines? Circle one: Yes or No Do you own or lease machines? _____ If lease, from whom _____ Number of machines: _____ Number of stickers: _____ Type of machines _____					
15. List names of owners, partners. Or officers of the business and their titles. (Please print): _____					
16. Name of preparer: (Please print) _____ Daytime phone Number _____					
This is to certify that the above is a true statement of the business done or transacted at or through the above location. The report corresponds with the books and records of the business and with the report of same filed, or to be filed, for the corresponding period with the S.C. Department of Revenue or Insurance commissioner and with the Collector of Internal Revenue of the United States and that the exact amount returned as TOTAL GROSS REVENUES from this business or profession as reported herein are true and correct and that I am familiar with the City ordinance providing for penalties and revocation of this license for making false or fraudulent statements in this applications. The books of this business are available for inspection by authorized agents of the City. The issuance of a business license is condition upon strict compliance with the ordinance of the City of Greenville and failure to so comply may result in revocation in addition to other remedies.					
Applicant’s Name (Print)		Applicant’s Signature		Applicant’s Business Name	
				Date	

INSTRUCTIONS FOR FILING A NEW, FIRST TIME RENEWAL AND EXISTING BUSINESS LICENSE APPLICATION

PERSON REQUIRED TO FILE AN APPLICATION:

- Every person engaged in, or intending to engage in, any business, in whole or in part, in the City of Greenville (except the professions of public school teachers and ministers of the gospel), shall file with the City Business License Office an application, under oath, for a license to engage in such business.
- For further information and additional applications, please call the City Business License Office at (864) 467-4505

RENEWAL INFORMATION:

- Please verify and correct, as necessary, all pre-printed information shown. Complete all other blank items, in full, to avoid delays in processing.
- **If you are no longer in business, please indicate in writing and return this application.**

DUE DATES, PENALTIES AND 2% EARLY DISCOUNT FOR RESIDENT BUSINESSES:

- **NEW** business applications, with payment in full, must be filed at the City of Greenville Business License Office **prior to opening or beginning operation** in the City. A penalty is charged for applications filed after the starting date. The penalty is dependent on when the application is filed.
- **RENEWAL** business applications, with payment in full, must be filed with the City of Greenville Business License Office and post marked, by the U.S. Postal Service, **on or before the last day of February of each year**. A penalty will be assessed as of March 1st for each additional month, or portion thereof that the tax remains unpaid.
- **RESIDENT BUSINESSES 2% EARLY DISCOUNT:** For resident businesses only, if the business files their business license renewal application on or before the last day of January each year, they will be eligible for a 2% early filing discount off of their business license tax. **(NEW)**

COMPLETION OF THE APPLICATION:

- Please **complete in full**. Do not leave any items blank.
- **Print clearly or type all information.**
- **This application will not be processed unless all requested information is provided.**

IMPORTANT NOTES TO REMEMBER:

A resident business located **within** the City limits must report all gross revenues, whether derived from within or outside the City limits. The reported gross revenue must correspond with the records of the business and with the returns filed for the corresponding year with the South Carolina Department of Revenue and the Collector of Internal Revenue of the United States.

Allowable Ordinance Deductions: Deductions from your gross revenues are allowed if you are a resident business that a business license has been paid to another municipality. The deduction is limited to the gross revenues that were reported on that license. **Satisfactory proof of this deduction must be attached to this application before the deduction will be allowed.** A business may deduct sales, use, or excise taxes if these amounts are included in the total gross revenues amount reported.

A non-resident business located **outside** the City must report all gross revenues earned **within** the City limits only.

I. New Business complete this section:

1. A **New resident** business must provide an estimate of total gross revenue/sales/receipts/contracts from the time of opening to December 31. A **New non-resident** business must provide an estimate of gross revenue/sales/receipts/contracts expected to be earned inside the City from the time of beginning operation in the City to December 31.
2. Calculate the business license fee based on the estimated provided on line I.1. (Refer to the Rate Sheet.)

II. Businesses renewing for the first time, complete this section.

1. Report the actual gross revenues from beginning operation until December 31 of the previous year.
2. See above section on Allowable Ordinance Deductions.
3. Total gross revenues from previous year (II.1. minus II.2.)
4. This is the estimate that was provided to the City as your expected gross revenues for the first year of operation.
5. This is the difference in the actual and estimated gross revenues from the first year of operation. The difference is an adjustment to the first year's receipt figure. Subtract line II.4. from line II.3. and indicate whether + or -.
6. This is the total of the adjusted gross revenue amount.
7. Calculate the Business License tax based on the amount in line II.6. (Refer to Rate Sheet.) All businesses must pay at least the base fee amount.

III. Existing Business, after 2nd year of operation, complete this section.

1. All gross revenues earned during the prior calendar year or previous fiscal year should be given here. Resident businesses give the total gross. Non-resident businesses give total gross earned in the City.
2. See the section on Allowable Ordinance Deductions.
3. This is the total reported gross revenues amount (line III.1. minus line III.2.).
4. Calculate the Business License tax based on the amount in line III.3. All businesses must pay at least the base fee amount. (Refer to Rate Sheet.)

IV. PENALTIES AND 2% EARLY DISCOUNT FOR RESIDENT BUSINESSES

- (A) Penalties are due if the taxes for a **new business license** are not paid prior to opening or beginning operation/business in the City. No proration of the license tax will be given to new resident businesses who fail to file prior to opening. Penalties are due on **renewal business license's** if they are not paid in full and postmarked by the U.S. Postal Service, on or before the last day of February.

New Business Penalties

10% if not filed prior to beginning operation in the City.
10% additional for each month thereafter, until paid.
Maximum annual penalty is 50%.

Renewal Penalties

10% if filed or postmarked on March 1st.
10% additional for each month thereafter, until paid
Maximum annual penalty is 50%.

All penalties are a percentage of, and are added to, the license tax.

- (B) For resident businesses only that are in "good standing" with the City Code, there will be a 2% discount allowed to be deducted off the calculated renewal business license tax remitted. **(NEW)**

Businesses that fail to purchase the license after formal notification shall be subject to a Uniform Summons.

V. Enter total tax, plus penalties or minus 2% early discount, if applicable.

Note: All appropriate state licensing is required prior to obtaining a City business license.

A SIGNATURE MUST BE PLACED ON THE BOTTOM OF THE BUSINESS LICENSE APPLICATION, ALONG WITH THE SIGNEE'S TITLE OR CAPACITY WITH THE BUSINESS.

CITY OF GREENVILLE
2014 BUSINESS LICENSE FEES
(864) 467-4505
FAX (864) 467-5715

New Resident Business License taxes are calculated on an estimate of gross revenue from the time you begin operation until December 31, and the rates are shown below. The base fee (\$135) is prorated quarterly, depending on the starting date. Proration is not allowed if the business opened prior to obtaining a Business License.

Businesses renewing for the first time must make an adjustment to their estimated gross revenues from the previous year. The Business License tax will be based on the actual gross revenues from the prior year plus or minus the adjustment. All businesses must pay at least the base fee amount.

Renewal License taxes are calculated on the gross revenue for the year ended December 31, **2013**, or the fiscal year ended in **2013**.

A. *Resident Business* License taxes are calculated as follows:

\$135.00 on the first \$2,000 gross receipts/revenues (base fee)
\$1.75 per \$1,000 or portion thereof in excess of \$2,000

New Nonresident Business License taxes are calculated on an estimate of gross revenue to be earned in the City from the time you begin operation in the City until December 31. The rates are shown below.

Nonresident Renewal License taxes are calculated on the gross revenue earned within the City of Greenville during the year ended December 31, **2013**.

B. *Nonresident Business* License taxes are calculated as follows:

\$270.00 on the first \$2,000 gross receipts/revenues earned in the City (base fee)
\$3.50 per \$1,000 or portion thereof in excess of \$2,000

Penalties:

Business Licenses expire December 31st each year. Business License renewal taxes are due and payable on or before the last day of February. Renewal Business License Applications must be postmarked, by the U.S. Postal Service, the last day of February to avoid penalties. New businesses must apply for their license prior to beginning business in the City to avoid penalties. These penalties are a percentage of and added to the Business License fee.

New Business Penalties

10% if not filed prior to beginning operation in the City.
10% additional for each month thereafter, until paid.
Maximum annual penalty is 50%.

Renewal Penalties

10% if filed or postmarked March 1st.
10% additional for each month thereafter, until paid.
Maximum annual penalty is 50%.

Note: If you have an ABL license please include the hours of operation and the ABL license number and expiration date (item #13). Failure to complete this section may result in delays in processing your 2014 Business License



Occupancy Permit Application

City of Greenville Building Zoning & Business License Department

PO Box 2207, Greenville SC 29602

Phone: (864) 467-4550 Fax: (864) 467-5715

Permit# _____
Clerk: _____

Date: _____

Business Location: _____ Space/Unit# _____ Zip _____

Mailing address if different: _____ Zip _____

Business Name: _____ Phone# _____

Business Owner: _____ Owner/Agent of Building _____

Square footage of space _____ Do you rent _____, own _____, or lease _____ this space?

Ownership: Corporation _____ Partnership _____ Individual _____ Non Profit _____

Nature of Business: _____

New Business? _____ Change of Business _____ New Building _____ Ownership change _____

Location Change _____ If so, previous address: _____

Former business at this address _____
What type of sign will be installed? _____ If a sign is to be installed, a sign permit is required. If a sign contractor is to install the sign they must apply for the permit. If the sign is a lighted sign, an electrical permit is required to be applied for by a licensed electrician.

Is the power on in the building/space? _____ If not, let the Inspector know when you make the occupancy inspection appointment.

Name and phone number of contact person to arrange for inspection of building:

Name: _____ Phone# _____

2 residential, local names and phone numbers of contact persons for Fire Department to reach in case of fire or theft after hours:

1. Name: _____ Phone# _____

2. Name: _____ Phone# _____

Buildings or spaces within buildings are not allowed to be occupied without a current Certificate of Occupancy issued in the name of the tenant occupying that building or space. In some cases, a Temporary Certificate of Occupancy may be issued for a fixed period of time to allow for minor repairs. All life safety requirements are required to be in compliance before a building or space may be occupied.

This is an application and receipt and not a permit to occupy the building. Please allow 24 hours for application processing prior to calling for an inspection. To arrange an inspection, please call 467-4591. Calls will be returned within 24 hours if the inspector is not in.

NOTE: A reinspection of \$35.00 will be charged for additional trips made due to the building not being open for inspection or as a result of required work not being completed within the time frame.

Signed: _____ **COST OF PERMIT IS \$40.00**

Print: _____ **Payable to: City of Greenville**



To: Applicants for Certification of Occupancy

An Occupancy inspection is required to ensure health, safety and general welfare of the public and to confirm that the structure complies with criteria of code for public safety.

An Occupancy permit is required when a new business is opened, ownership change, name change or if an existing business moves to a different location.

Occupancy inspections are conducted by appointment Monday through Friday. Please call no earlier than 24 hours after applying (allow time for Zoning approval) at 467-4591 for appointment, be prepared to give permit number _____, address and name of business as it appears on your application. Calls will be returned within 24 hours if inspector is not in. If you need power released or transferred please inform the inspector at the inspection and it will be called in to Duke Power when inspection has passed.

If the occupancy of a building change, such as residential to business, to ensure usage will be allowed, I.E. Zoning, the structure should receive a feasibility inspection prior to a lease being signed, structure being purchased or application for occupancy made. Please call 467-4591 for Feasibility appointment.

A **\$35.00** re-inspection fee is charged if the space is inaccessible or if corrections are not completed in the given time frame. On new construction or alterations to an existing structure, all sub inspections must be finished prior to an occupancy permit being issued.

When fire alarm, sprinkler or automatic extinguishing systems permits have been issued by the Fire Department, all shall have final inspection approvals before an Occupancy permit can be released.

Occupancy permits shall be applied for before a power release may be called in or temporary occupancy granted. In some instances an occupancy permit must be approved before a business license is issued.

Install "2A-10BC" rated portable fire extinguisher(s) so the travel distance between extinguishers does not exceed 100 feet. Extinguishers shall be mounted on a bracket or installed in a fire extinguisher cabinet. Current certification tag must be affixed to the extinguisher. Extinguisher shall not be installed in a restroom or closet. Address numbers shall be displayed in front of the building and be legible from the opposite side of the street.

When inspecting for electrical safety, the following items are checked:

14. Unused openings in panel boxes shall be closed.
15. The working space in front of panel boxes shall be not less than three (3) feet.
16. Extension cords shall not be used as permanent wiring.
17. Appliances shall have no live parts normally exposed to contact.

When inspecting for building safety, we include:

- Fire rated tenant separation, if required
- Exit signs and emergency lighting, if required, shall be operable.
- Exit door hardware, IE: double cylinder key lock deadbolts on required exits are not allowed. Interior side of lock shall have a thumb latch. Thumb latch deadbolts or safety bars for security purposes shall have a sign, 1 inch letters "Doors to be unlocked when building is occupied".
- Rated interior doors, IE: operable closer, doors are not propped open.
- Occupancy classification.
- Exit egress, IE: width of doors, aisle width, travel distance, dead end pockets.
- Handrails, guardrails, steps and landings.
- Heating systems.
- Plumbing system, facilities, capped sewer lines.
- Restroom ventilation, IE: operable window or operable fan.

If installing new wallpaper or carpet, ask for flame spread information from the supplier. This form must be submitted to the inspector.

This list is a general guideline, specific requirements may apply as code requires. If you have any questions please call 467-4550, Building and Zoning Department.